DOCUMENT RESUME

ED 271 572 CE 044 665

TITLE Special Answers for Special Needs. A Guide to Available 310 Resources.
INSTITUTION Office of Vocational and Adult Education (ED), Washington, DC. Clearinghouse on Adult Education.
PUB DATE Jul 86
NOTE 18p.
PUB TYPE Reference Materials - Bibliographies (131)

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Adult Basic Education; *Adult Literacy; Classroom Techniques; *Correctional Education; *Disabilities; Employment Potential; English (Second Language); Instructional Materials; Job Skills; *Job Training; Literacy Education; Parent Education; *Student Recruitment; Teaching Methods; Volunteers
IDENTIFIERS *310 Project

ABSTRACT

This guide describes 25 resources intended to assist those providing adult basic education (ABE) services and provides information concerning the sources and cost and availability of these publications. Described in the guide are three works dealing with strategies for recruiting ABE students; seven works dealing with disabilities (learning disabilities, physical disabilities, visual impairment, mental retardation, and deafness); one work each on corrections education and employability training; four works dealing with English as a second language (ESL) (including guides for integrating ESL into the workplace and using a family approach); four works on adult literacy instruction (including information on forming a literacy coalition and publishing an anthology of adult student writing); two works on parent education (dealing with home education and an intergenerational reading project); and three works on using volunteers in adult education. (MN)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Clearinghouse on Adult Education

U.S. DEPARTMENT OF EDUCATION DIVISION OF ADULT EDUCATION WASHINGTON, DC 20202-5515

ED271572

July 1986

Special Answers for Special Needs

A GUIDE TO AVAILABLE 310 RESOURCES

CE044665

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy

TABLE OF CONTENTS

Introduction.....i

Adult Basic Education Recruitment Techniques.....1

Adults with Disabilities.....2

Corrections Education.....6

Employability.....7

English as a Second Language.....8

Literacy.....10

Parent Education.....12

Volunteers in Adult Education.....13

INTRODUCTION

Section 310 of the Adult Education Act requires each State to use at least ten percent of its Federal adult education grant to fund "special experimental demonstration projects and teacher training". While some projects do not develop materials or products, e.g., teacher training workshops, many projects develop materials such as specialized curricula that may be useful for other adult education programs in other States. Many products have been used on a Statewide basis, but only rarely have materials crossed State lines.

Staff members in the Division of Adult Education have reviewed products of Section 310 projects in selected categories. The review was primarily to explore the variety of target populations being helped to better understand the total scope of the problem rather than to establish standards of excellence. Hence the title, Special Answers for Special Needs. The products listed on the following pages are not specific to a site or State and are available from the project site, the State director of adult education, or from sources such as ERIC.

We hope that people in the field of adult education will find that some of these products of special projects will be appropriate for their own special needs.

ADULT BASIC EDUCATION RECRUITMENT TECHNIQUES

INNOVATIVE RECRUITMENT/COUNSELING TECHNIQUES

The project conducted at Wayne Community College, Goldsboro, NC, developed and tested a number of techniques for recruiting, counseling, and retaining ABE students. A sixteen page booklet describing the successful activities was developed.

Available from:

The Clearinghouse of Adult Education
U.S. Department of Education
Room 522, Reporters Building
400 Maryland Avenue, S.W.
Washington, D.C. 20202
(202) 732-2396

No cost

GRASSROOTS PUBLICITY: A MODEL

The project, conducted by the Message Refinery Lancaster, PA, planned and employed a variety of public relations activities. A 32 page publicity handbook was prepared which portrays 15 techniques, each with goals, time requirements, costs, procedures, evaluation, and recommendations for implementation.

Available from:

The Clearinghouse of Adult Education
U.S. Department of Education
Room 522, Reporters Building
400 Maryland Avenue, S.W.
Washington, D.C. 20202

No cost

ABE SYMBOL DEVELOPMENT

The purpose of the project at Southeastern Community College, Whiteville, NC was to develop a universally recognizable visual symbol that would become the official logo for ABE programs in North Carolina. Three symbols were created, and, after extensive field testing, one was recommended and accepted for State wide adoption. A final report which includes the field test instruments is available.

Available from:

The Clearinghouse of Adult Education
U.S. Department of Education
522, Reporters Building
400 Maryland Avenue, S.W.
Washington, D.C. 20202

No cost

ADULTS WITH DISABILITIES

ACADEMIC ASSESSMENT AND REMEDIATION OF ADULTS WITH LEARNING DISABILITIES: A RESOURCE SERIES FOR ADULT BASIC EDUCATION TEACHERS

The purpose of the project was to develop materials for teachers who instruct learning disabled adults. Titles of the seven booklets are: Description and definition of learning disabilities, Appraisal and assessment of learning disabilities, Assessment and remediation of oral language, Assessment and remediation of written language, Assessment and remediation of reading, Assessment and remediation of mathematics, and Occupational and career information.

Available from:

Dr. Janie Rodgers
Five County Adult Education Program
500 College Avenue
Athens, GA 30610-1299
(404) 353-8522

Cost: cost of reproduction

THE USE OF PEER TUTORING IN A RESIDENTIAL FACILITY FOR THE PHYSICALLY HANDICAPPED

The purpose of the project was to use selected institutionalized individualized individuals to tutor peers who lacked basic reading and mathematics skills. A training manual and final report describe the peer tutoring approaches used in the project.

Available from:

Priscilla Hitchcock
Good Shepherd Home and
Rehabilitation Hospital
6th and St. John's Streets
Allentown, PA 18103
(215) 776-3111

Cost: cost of microfiche reproduction

AUDIO TAPES FOR VISUALLY IMPAIRED GED STUDENTS

The project purpose was to develop GED study tapes for legally blind students. An integral component was to provide information to orient blind students not only to the test but also to special provisions and options available to those people certified legally blind. Products include 24 ninety minute tapes in five subject areas, a printed referral guide, and a final report.

Available from:

Bette Griffin
Adult and Continuing Education
Department
Harris County Department of Education
6208 Irvington
Houston, TX 77022
(713) 696-8174

Cost: $30.00

ABE CURRICULUM MODEL FOR MENTALLY RETARDED ADULTS

Many jobs are available for adults who can perform simple academic and functional skills. Mentally retarded adults who can recognize functional signs, tell time, count money, add and subtract numbers can find employment in semiskilled jobs. The purpose of this project was to develop a curriculum geared to functional reading and arithmetic needs of mentally retarded adults.

Available from:

Silverio Cuellar
Director of Adult Education
Region XX Education Service Center
1314 Hines Avenue
San Antonio, TX 78208
(512) 271-7611

Cost: cost of reproduction

AN ADULT EDUCATION PROGRAM FOR MENTALLY RETARDED ADULTS

The project developed a curriculum for mentally retarded adults enrolled in adult basic education. The curriculum provides guidelines in general functional skills and independence, academic skills, and personal qualities. Both the curriculum and a final report are available.

Available from:

Barbara Gideon
Director of Adult Education
Midland College
3600 North Garfield
Midland, TX 79701
(915) 686-4567

Cost: cost of reproduction

DEVELOPMENT, VALIDATION AND DISSEMINATION OF AUDIOVISUAL MATERIALS TO SUPPORT ADULT BASIC EDUCATION INSTRUCTION PROVIDED TO MENTALLY IMPAIRED ADULTS.

The project developed a series of audiovisual instructional modules designed to teach mentally-impaired adult students essential survival skills. The instructional modules include two manuals, 24 cassette tapes, five computer discs, and a final report.

Available from:

Dr. David F. Culclasure
Director of Staff Development/Special Education
San Antonio State Hospital
P.O. Box 23310, TX 78223-0310
(512) 532-2881

Cost: Approximately $150.00

ADULT BASIC EDUCATION FOR THE DEAF

The purpose of this project was to provide English, mathematics, independent living, and communication skills to deaf adults functioning below an eighth grade level. Products include: A Student Handbook for A.B.E., Multi-handicapped Deaf Adults, and a Manual for Instruction of Independent Living Skills.

Available from:

Joan Ehrlich
Adult Basic Education Specialist
Room 213, College Hall
Gallaudet College
800 Florida Avenue, N.E.
Washington, D.C. 20002
(202) 651-5649

Cost: Cost of reproduction

CORRECTIONS EDUCATION

TEACHING THE HARD-TO-REACH: WORKING WITH RELEASEES AND PROBATIONERS

The project assessed the needs of releasees and probationers and identified effective ways of serving this clientele in adult education programs. Two products were developed and are available: A Handbook for Adult Educators, and a final report, Statewide Implementation of Educational Planning for Ex-offenders.

Available from:

Dr. Maija Wimer
Odessa College
P.O. Box 3753
Odessa, TX 79760
(915) 335-6577

Cost: cost of reproduction

EMPLOYABILITY

ABE IN INDUSTRY HANDBOOK

Project staff at Austin Community College developed a handbook which describes a step by step process for establishing cooperative ABE, GED and ESL programs in the workplace. Marketing the adult education program, developing cooperative agreements, conducting needs assessments, and evaluating the cooperative program are some of the components discussed in the handbook.

Available from:

Bob Allen
Director, Division of Adult and
Community Education
Texas Education Agency
201 East 11th Street
Austin, TX 78701-1494
(512) 834-4266

No cost

ENGLISH AS A SECOND LANGUAGE (ESL)

INTEGRATING ESL AND THE WORKPLACE

Project staff developed a monograph which addresses the process of developing English as a second language (ESL) materials for entry level job situations for non- and limited-English proficient adult education students. Included in the appendices are an annotated bibliography, a sample job description, a sample personal contact form, and a sample performance form.

Available from:

Dr. Harold Beder
The Graduate School of Education
Rutgers University
10 Seminary Place
New Brunswick, NJ 08903
(201) 932-7531

Cost: cost of reproduction

ADULT ESL INSTRUCTION: A CHALLENGE AND A PLEASURE

The orientation guide for ESL teachers, developed at Florida Atlantic University, includes an introduction to ESL for adults, a history of ESL instruction, the context and content of teaching ESL, preparing lesson plans, teaching the multilevel class, and assessing ESL students. In addition, ESL activities and drills, teacher self-rating checklist, and textbook evaluation check are included in the appendices.

Available from:

The Clearinghouse of Adult Education
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202
(732) 2396

No cost

A WHOLE FAMILY APPROACH TO TEACHING ENGLISH AS A SECOND LANGUAGE

The project, conducted by Des Moines Area Community College, Ankeny, IA, is directed toward the English language and cultural adaptation needs of refugee adults and children. The Handbook developed for the project is based on the premise that the needs of refugees can be met effectively and efficiently in a family approach, with parents and children involved in the same setting. The project is still operating and serves parents and children from the international community at Iowa State University as well as refugee families.

Available from:

ERIC Clearinghouse on Adult, Career
& Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210-1090
(800) 848-4815

Order ED 260-779

IMAGES/IMAGENES SEMBRANDO EL FUTURO

Sembrando El Futuro is a comprehensive five-part bilingual series on effective parenting skills for Hispanic parents. The five-part series includes programs in: 1) prenatal care, 2) child development from 0 to 3 years and child safety, 3) child development from 3 to 6 years and considerations of child abuse and neglect, 4) nutrition, and 5) preparing the child to enter the school system. Education materials are produced both in Spanish and in English languages for each half-hour program.

Available from:

New Jersey Network
1573 Parkside Avenue
CN 777
Trenton, NJ 08625
(609) 292-5252

Cost: Cassette tapes are available at cost: 1/2 inch VHS cassete tapes $25 per program or $125 for all five programs and 3/4 inch U-matic cassete, $35 per cassette or $175 for all five programs. Both 1/2 and 3/4 inch cassete tapes must include the cost of shipping and handling.

LITERACY

A FUNCTIONAL LITERACY CURRICULUM RESOURCE BOOK - LEVELS 0-4

As a means of providing appropriate instructional materials, the project conducted by The Center for Literacy, Philadelphia, Pa, developed a curriculum resource book. The resource book includes 12 topics with suggested lessons for each topic. Lessons are correlated with the Laubach Way to Reading series and are designed for use by trained volunteer reading tutors. Sample lessons and lesson suggestions are meant to be adapted for individual students' needs, goals, and interests; however, sample lessons can be used directly with students.

Available from:

ERIC Document Reproduction Services
3900 Wheeler Avenue
Alexandria, VA 22304-5160
1-800-227-3742
(703) 823-0500

Order ED #260278

FORMATION OF THE LITERACY COALITION OF HARRISBURG, PA (A How-To Guide for Small Communities)

Groups and agencies considering the formation of a literacy coalition will find this "how to" guide of interest. The step by step guide to forming a local literacy council includes chapters on: what to do before submitting a proposal, writing and submitting a grant proposal, design of the coalition, public awareness campaign, and evaluations and recommendations for the future. The project was conducted by Migration Refugee Services of Catholic Social Services in Harrisburg.

Available from:

ERIC Document Reproduction Services
3900 Wheeler Avenue
Alexandria, VA 22304-5160
1-800-227-3742
(703) 823-0500

Order ED #259198

PROJECT P.R.O.U.D. (People Reading Their Own Unique Dictations)

The project, using the language experience approach, produced a set of six books grouped by reading level which were developed by tutors and students. Accompanying exercises are also included. The final report includes techniques used to train tutors to use the language experience approach.

Available from:

AdvancE
Pennsylvania Department of Education
Resource Center VEIN
333 Market Street, 11th Floor
Harrisburg, PA 17108
(717) 783-9192

Microfiche copies available at no cost. Paper copies available on a leading basis.

PUBLISHING AN ANTHOLOGY OF ADULT STUDENT WRITING: A PARTNERSHIP FOR LITERACY

The anthology of selected prose and poetry resulted from a statewide writing contest for ABE/GED/ESL/Basic Literacy student. The project promoted a greater public awareness of ABE/Basic Literacy Programs and encouraged cross membership and involvement by members of co-sponsoring organizations. The final describes the stages in the writing process.

Anthology available from:

George E. Rutledge
Project A.B.E., The Little House
619 S. Edgar Street
York, PA 17403

Cost: No Cost

Report may be borrowed from:

AdvancE
Pennsylvania Department of Education
Resource Center VEIN
333 Market Street, 11th Floor
Harrisburg, PA 17108

Cost: No cost

PARENT EDUCATION

HELP: HOME EDUCATION IN LITERACY AND PARENTING

The twofold purpose of the HELP project was to aid low income, low reading level parents in participating in the local ABE program and to learn how to help their children with school work. Both a guidebook and resources for implementing a HELP project were developed. The guide includes a description of recruitment, training and placement of the in-home volunteer tutoring staff, community relationships, networking and plan for dissemination, and project implementation. Resources include the several forms and surveys used for project implementation, lesson plan suggestions, and resources for volunteers.

Available from:

Frances Thompson
Volunteers Clearinghouse
401 Linden Street
Fort Collins, CO 80524

Cost: Aproximately $10

COLLABORATION FOR LITERACY (An Intergenerational Reading Project)

Collaborations for Literacy, conducted by Boston University, is a community based reading project which trains college work study students as literacy tutors to provide individualized reading instruction to low reading level adults (0-4 grade level). Two handbooks were developed. The Administrator's Handbook contains background information on adult illiteracy, the Collaborations project and tutoring approach, and an eight unit step by step guide to program implementation. The tutor's Handbook includes background information on the adult illiteracy problems, the Collaborations program, tutor teaching strategies and experiences, and tutor/adult/child activities.

Technical assistance is available from Dr. Ruth S. Nickse, Boston University, 605 Commonwealth Avenue, Boston, MA 02215, (617) 353-4667.

Handbooks available from:

Institute for Responsive Education
Publications Department
605 Commonwealth Avenue
Boston, MA 02215

Cost: $6 per handbook

VOLUNTEERS IN ADULT EDUCATION

TRAINING PROGRAM FOR VOLUNTEER LITERACY COORDINATORS

The project conducted by the Center for Literacy, Inc., Philadelphia, PA, tested and implemented a program to train volunteer literacy site managers. A Manual for Volunteer Site Managers and an accompanying Workshop Handbook were developed to serve as a training guide in assisting managers to deal with daily and ongoing site operations. The materials are concerned with operating a training workshop, daily responsibilities of a site manager, and suggested procedures and forms.

Available from:

Clearinghouse on Adult Education
U.S. Department of Education
Room 522, Reporters Building
400 Maryland Avenue, S.W.
Washington, D.C. 20202
(202) 732-2396

Price: No cost

A VOLUNTEER TUTORING PROGRAM IN READING FOR ADULTS

The project developed and implemented a tutor training program to provide tutoring services to persons who are below the ninth grade level and trained volunteers to work with program participants. Materials include a Blueprint for Tutoring Adult Readers, a Curriculum Plan, and videotapes designed to help tutors in the instructional areas of sight vocabularly, word analysis, comprehension, and language experience. The project was conducted at Drake University, Des Moines, IA.

Available from:

Donald L. Wederquist
Chief, Adult Education
State Department of Public Instruction
Grimes State Office Building
Des Moines, IA 50319
(515) 281-3671

No cost

KANSAS VOLUNTEER TUTOR UTILIZATION: TRAINING OF RESOURCES (KV-TUTOR)

A volunteer utilization system for providing tutorial services in ABE centers was tested and implemented throughout the State of Kansas. The project developed a Volunteer Coordinator Manual and a Final Report reflecting strategies to implement the system. The materials include goals, objectives. Volunteer tutor and student recruitment, workshop materials, and information on evaluation.

Available from:

Dee Baxter
Continuing Education
324 North Emporia
Wichita, KS 67202
(316) 265-8666

Cost: $3.00